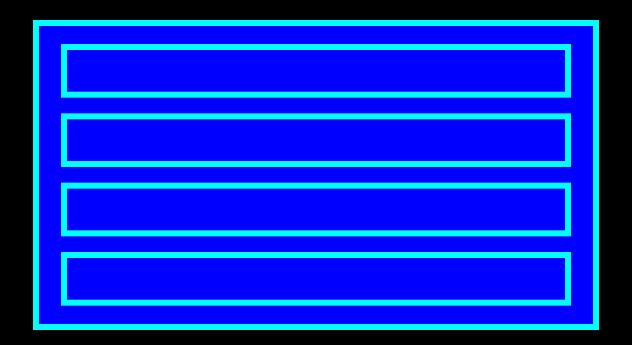
How to request a Disposition-Transit Permit

Prerequisites...

The following must be completed before requesting a permit:



Hit Page Down to advance to next slide

After the prerequisite screens were entered, periodically check to see if the Cause of Death was entered by opening the death record...



Arizona Department of Health Services
Office of Vital Records



TRAIN00/Adair Funeral Homes Avalon/Funeral Hor

 \boxtimes (0) 09/02/

New Death Cert Query Death Cert

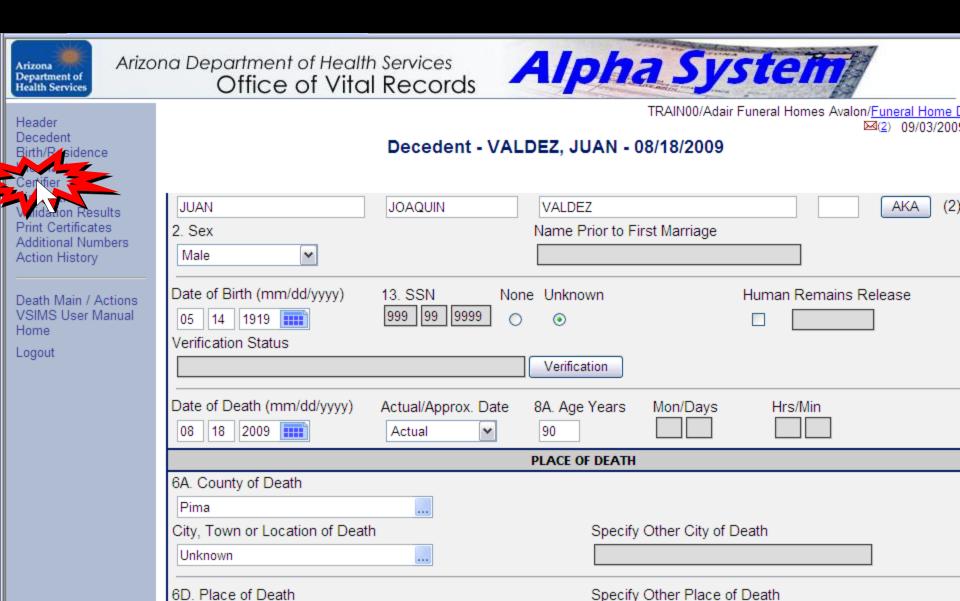
Transit Permits
Disinter/Reinter Permits

Death Reports

Death Main / Actions VSIMS User Manual Home Logout **Death Certificates**

Incomplete Legacy certs (user only) V Hue, Only, Died 2009. Edit/View Death Legacy FH - Demographic AUG-31-09 Owner: TRAIN ZERO REED, JOHN, Died July 25, 2009. Edit/View Death Legacy FH - Demographic JUL-28-09 Owner: TRAIN ZERO SMITH, JASON, Died July 17, 2009. Edit/View Death Legacy FH - Demographic Click on "Edit/View" to SMITH, JENNIFER, Died July 22, 2009. Death Legacy FH - Demographic SMITH, JOHN, Died July 05, 2009. open record Death Legacy FH - Demographic STAR, RINGO, Died July 15, 2009. Owner: TRAIN ZERO Death Legacy FH - Demographic JUL-16-09 VALDEZ, JUAN, Died August 18, 2009. Death Legacy FH - Demographic Owner: TRAIN ZERO AUG-19-09 WOULDS, TIGER, Died July 07, 2009. Death Legacy FH - Demographic JUL-08-09 Owner: TRAIN ZERO Edit/View Hit Page Down to advance to next slide

Navigate to the "Certifier" screen to see if the cause of death was entered...



It was!

A permit can now be requested...



Arizona Department of Health Services
Office of Vital Records



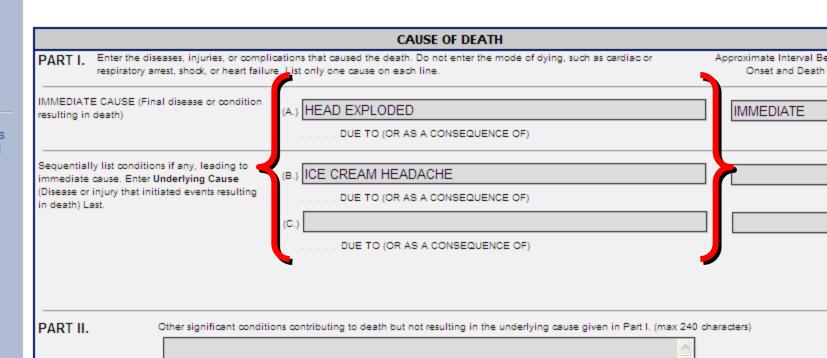
TRAIN00/Adair Funeral Homes Avalon/Funeral Home [

Certifier - VALDEZ, JUAN - 08/18/2009

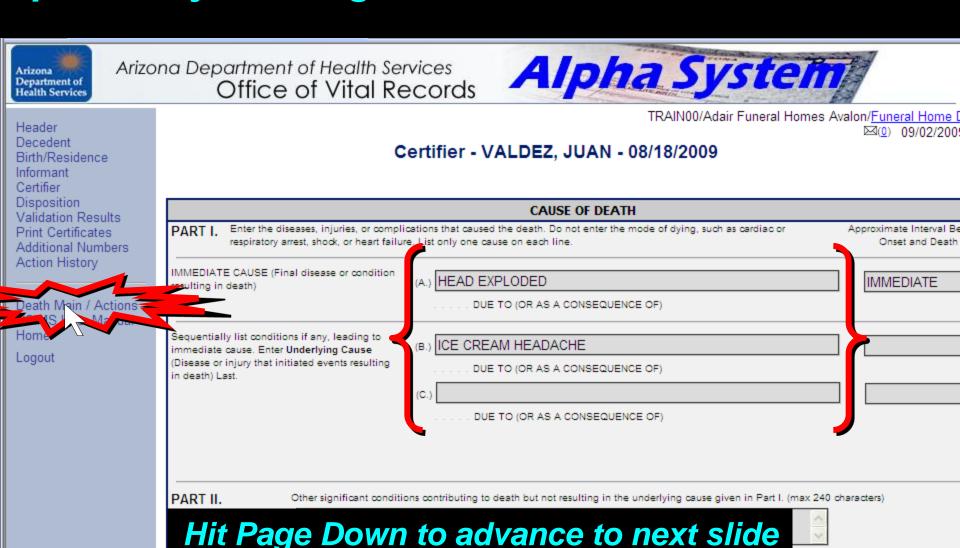
Header
Decedent
Birth/Residence
Informant
Certifier
Disposition
Validation Results
Print Certificates
Additional Numbers

Action History

Death Main / Actions VSIMS User Manual Home Logout



After the Cause of Death has been entered, navigate <u>out of the death record</u> to request a permit by clicking on "Death Main / Actions"....



Next, click on "Transit Permits"...



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Office of Vital Records



New Death Cert

Query Death Cert

© 09/02/

Death Certificates

Death Reports

Death Main / Actions VSIMS User Manual Home Logout

Incomplete Legacy certs (user	only)	~
-------------------------------	-------	---

WOULDS, TIGER, Died July 07, 2009. Death Legacy FH - Demographic	JUL-08-09	Owner: TRAIN ZERO	Edit/View
VALDEZ, JUAN, Died August 18, 2009. Death Legacy FH - Demographic	AUG-19-09	Owner: TRAIN ZERO	Edit/View
STAR, RINGO, Died July 15, 2009. Death Legacy FH - Demographic	JUL-16-09	Owner: TRAIN ZERO	Edit/View
SMITH, JOHN, Died July 05, 2009. Death Legacy FH - Demographic	JUL-06-09	Owner: TRAIN ZERO	Edit/View
SMITH, JENNIFER, Died July 22, 2009. Death Legacy FH - Demographic	JUL-29-09	Owner: TRAIN ZERO	Edit/View
SMITH, JASON, Died July 17, 2009. Death Legacy FH - Demographic	JUL-27-09	Owner: TRAIN ZERO	Edit/View
REED, JOHN, Died July 25, 2009. Death Legacy FH - Demographic	JUL-28-09	Owner: TRAIN ZERO	Edit/View
Hue, Only , Died 2009. Death Legacy FH - Demographic	AUG-31-09	Owner: TRAIN ZERO	Edit/View

Hit Page Down to advance to next slide

Click on "New Permit" to create a new permit...



VSIMS User Manual

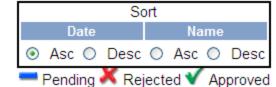
Help

Home Logout Arizona Department of Health Services
Office of Vital Records



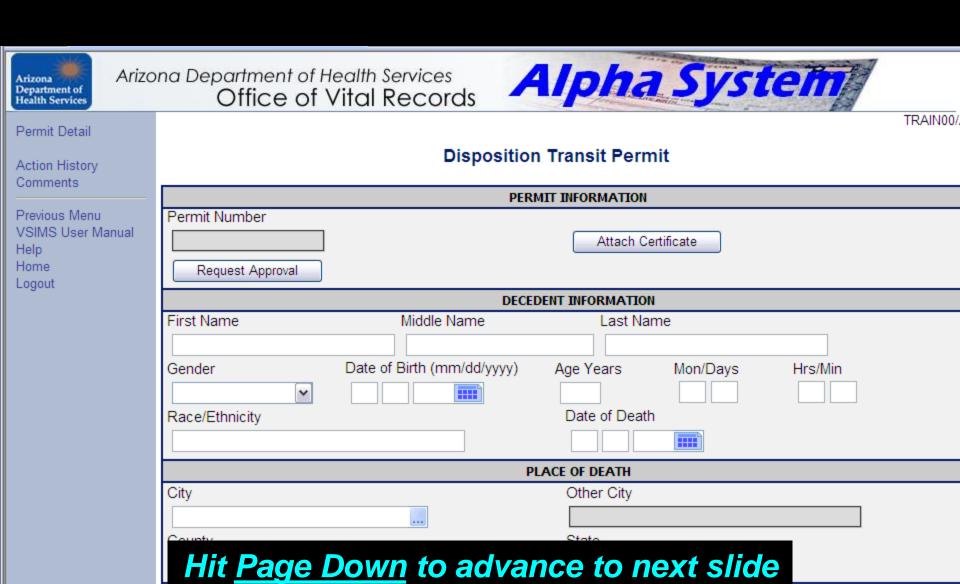
TRAIN

Disposition Transit Permits

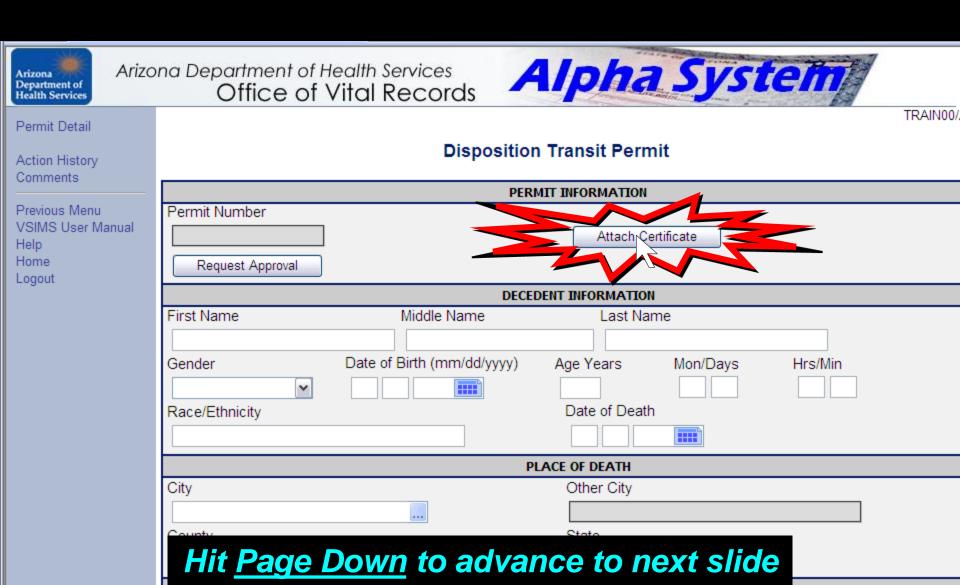


	r criding ** rejected * App	noveu
Approval Review W W W W W W	Decedent	Permit Number
_	-	- Not Assigned -
_	Of Life, Sword	- Not Assigned -
_	MISS, LITTLE	- Not Assigned -
_	KRYPTON, KALEL	- Not Assigned -
_	HAYES, DENNIS	- Not Assigned -
_	BUD, LIGHT	- Not Assigned -
_	BARRONE, PAM	- Not Assigned -
_	LOPEZ, JUAN	- Not Assigned -
_	WONKA, WILLY	- Not Assigned -
_	PARISH, OLIVIA	- Not Assigned -

A new permit appears and can now be completed...



Click on "Attach Certificate" to query the decedent and have the permit auto-populate information from the death record...



The Query Records screen automatically appears....



TRAIN

Query Records

Comments				
Previous Menu				

Previous Menu VSIMS User Manual Help Home Logout

Query Data:			
First Name	Middle Name	Last Name	e
Permit Number		Maiden Na	ime
Date of MM DD YYYY	•	MM DD YYYY	
Death	Date		
Additional Number and Typ	e		
	All Types		~
Date of MM DD YYYY Birth	SSN	State File Number	Optional Range
Decedent Residence City	Deced	ent Residence Street	
County of Death		ent Residence Ward	
O Include Interstate Certs	s Facil	ity Adair Funeral Home	s Avalon
ONLY Return Interstate	e Certs		
 Include Void Certs 			
ONLY Return Void Cer	ts		
D: 1 400 #			
Display 100 results per p	age.		
Continue/Search F	Reset Home		
DI		1 11 02	

Please enter as much of this information as you have available (You must enter at least the Last Name and Year of Death) then click on the "Continue/Search" button.

Arizona Department of Health Services

Arizona Department of Health Services

Office of Vital Records

Adair Funeral Homes Avalon

Permit Detail

Action History Comments

Previous Menu VSIMS User Manual Help Home Logout

Query Records



Click on the "Continue/Search" button to find the decent you want to attach to the permit

Display 100 reg s per page.

Continue/Search Home

Please liter as fluch of this information as you have available (\
Last Name and Year of Death) then click on the "Continue/Searc

Hit <u>Page Down</u> to advance to next slide

Action History Comments

Permit Detail

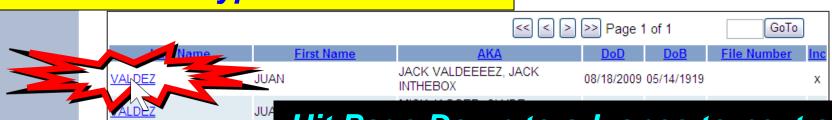
Previous Menu VSIMS User Manual Help Home Logout

Query Records

Query Data:		
First Name	Middle Name	Last Name
JUAN		VALDEZ
Permit Number Maiden Name		
Date of MM DD YYYY	Optional End MM DD YY	YY
Death	Date Date	
Additional Number and Type		
	All Types	~
Date of MM DD YYYY	SSN State File	Number Optional Range
Birth		
Decedent Residence City	Decedent Resider	nce Street
County of Death	Decedent Resider	nce Ward
	~	

In the query results, choose the decedent you want to attach to the permit by clicking on the last name hyperlink...

Include Interstate Certs



Hit Page Down to advance to next slide

Facility Adair Funeral Homes Avalon





TRAIN00/

Permit Detail

Action History Comments

Logout

Previous Menu VSIMS User Manual Help Home

Disposition Transit Permit

l		PERI	MIT INFORMATION			
	Permit Number	T Eller	Update Infor	mation		
	Request Approval					
	First Name	Middle Name	DENT INFORMATION Last Name			
			VALDEZ	;		
	JUAN Gender	JOAQUIN Date of Birth (mm/dd/yyyy)		Man/Dava	Line /Min	
			Age Years	Mon/Days	Hrs/Min	
	Male	05 14 1919	Date of Death			
ı	Race/Ethnicity			7		•
U	Caucasian		08 18 2009	J		┸
		nformation is omatically po	•			ţ
	Pima		Arizona			
ı		CA	AUSE OF DEATH			
ı	Cause A					
ı	HEAD EXPLODED]
ı	Cause B					
ı	ICE CREAM HEADACHE]
	Cause C					
	Hit Page	<u>Down</u> to ad	vance to	next s	ide	





TRAIN00/ Permit Detail **Disposition Transit Permit** Action History Comments PERMIT INFORMATION Previous Menu Permit Number VSIMS User Manual Update Information Help Home Request Approval Logout Click on "Request Approval" JUAN Mon/Days Windows Internet Explorer Hrs/Min Gender Male Disposition/Transit Permit action successfully created. Race/Ethnicity Caucasian Click, "OK" Other City City Unknown County State Pima Arizona CAUSE OF DEATH Cause A HEAD EXPLODED Cause B ICE CREAM HEADACHE Cause C

Hit Page Down to advance to next slide



Permit Detail

Action History Comments

revious Menu

Home Logout

Arizona Department of Health Services Office of Vital Records



TRAIN00/

Disposition Transit Permit

PEI	RMIT INFORMATION
Permit Number	Update Information
Click on, "Previous Me the Transit Permit p	
Male 05 14 1919 Race/Ethnicity Caucasian	Date of Death 08 18 2009
	PLACE OF DEATH
City Unknown County Pima	Other City State Arizona
	CAUSE OF DEATH
Cause A HEAD EXPLODED Cause B ICE CREAM HEADACHE Cause C	
Hit Page Down to adva	nce to next slide



TRAIN00/Adair Funeral Ho

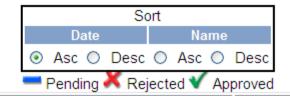
Edit/View

Edit/View Edit/View

Edit/View

Disposition Transit Permits

BUD LIGHT



✓ ✓ ✓– X ✓	Review V V V	Decedent	Permit Number	
_		۵	- Not Assigned -	Edit/View
_		Of Life, Sword	- Not Assigned -	Edit/View
_		MISS, LITTLE	- Not Assigned -	Edit/View
_		KRYPTON, KALEL	- Not Assigned -	Edit/View
_		HAYES, DENNIS	- Not Assigned -	Edit/View

Hit <u>Page</u>
<u>Down</u> to
advance to
next slide

The permit is now pending approval ...

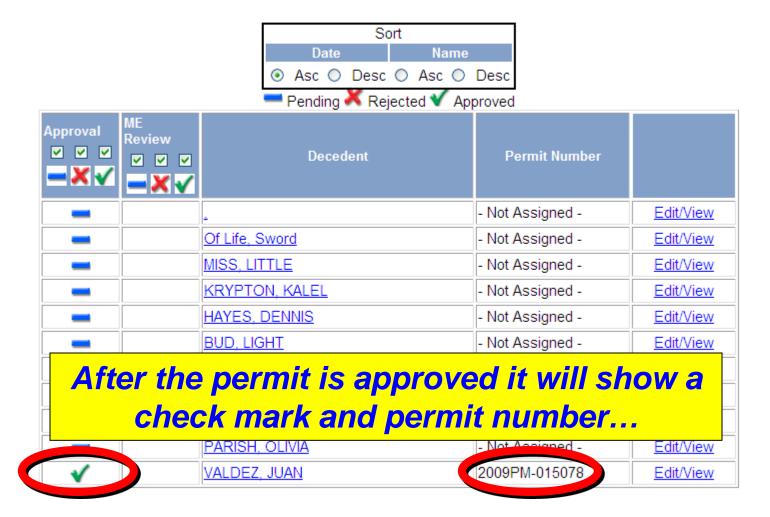
VALDEZ, JUAN - Not Assigned - Edit/View

Not Assigned



TRAIN00/Adair Funeral Homes

Disposition Transit Permits



Hit Page Down to advance to next slide





Deaths Messages

VSIMS User Manual Help Home Logout TRAIN00/Adair Funeral Homes Avalon/Funeral Home [

M(1) 09/02/200

Arizona State Office of Vital Records

VSIMS Version 2.0T24837

You have messages.

Your home page will now show, "You have messages."





Deaths Messages

VSIMS User Manual Help Home Logout TRAIN00/Adair Funeral Homes Avalon/Funeral Home [

M(1) 09/02/200



Click on "You have messages." to view your permit approval (or rejection) message...





View Messages

Send Message

Modify or Delete Message

VSIMS User Manual Help Home Logout

Messages



Click on "<u>Transit permit county</u> <u>approval completed</u>" to view your permit approval (or rejection) message...



View Message

Message ID: 31338	ssage ID: 31338				
Type: Facility	Facility: Adair Funeral Homes Avalon	To: ZERO, TRAIN			
Start Date: 09/02/2009	End Date:	Keep Until Read? Y			
Subject: Transit permit county approval completed.					
Message: TRAIN ZERO completed county approval on the penns for JUAN VALDEZ, and as issued the following permit number: 2009PM-015078.					

Click on the decedent's name to view the permit



Permit Detail

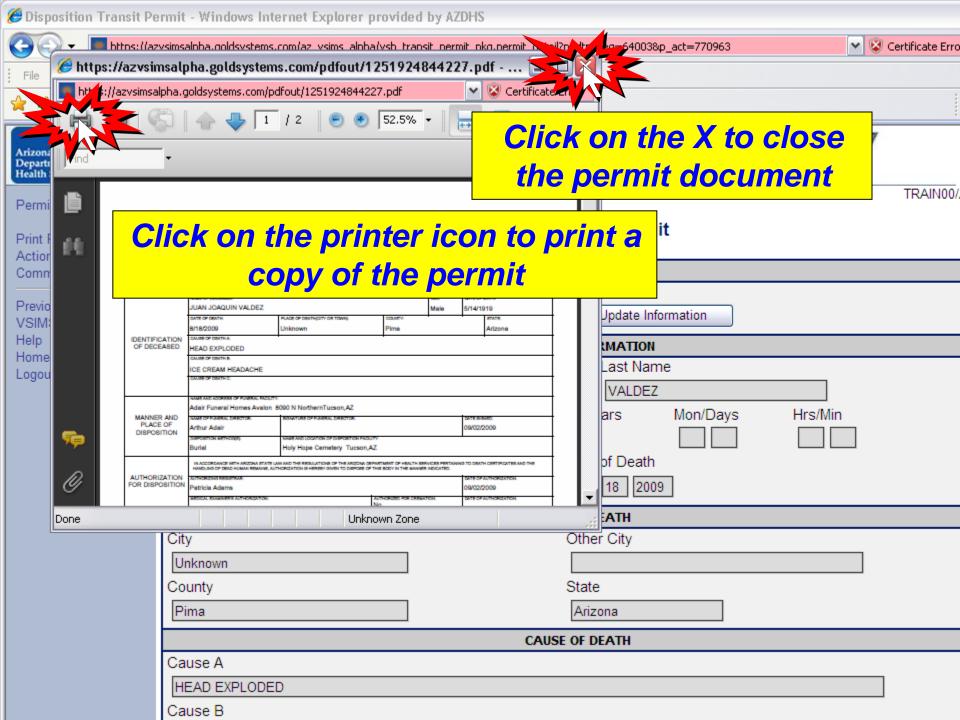
Arizona Department of Health Services Office of Vital Records



TRAIN00/

Disposition Transit Permit

W A VID						
Comments			PERMIT INFORMATION			
Previous Menu VSIMS User Manual	Permit Number 2009PM-015078		Update li	nformation		
Help Home Logout		Print Permit'	' to print	ne		
	t	he permit	,,,	Mon/Days	Hrs/Min	
	Male	05 14 1919	90			
	Race/Ethnicity Caucasian		Date of Deat	h 009		
			PLACE OF DEATH			
	City		Other City			
	Unknown					
	County		State			
	Pima		Arizona			
			CAUSE OF DEATH			
	Cause A					
	HEAD EXPLODED					
	Cause B					
	ICE CREAM HEADACHE					
	Cause C					
	Part II					

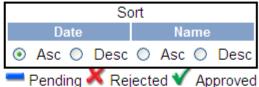


Comments		FERN	III INI OKMATION	
Descious Manu	Permit Number			
Previous Menu VSIMS User Manual	2009PM-015078		Update Information	
Help		DECED	DENT INFORMATION	
Home Logout	First Name	Middle Name	Last Name	
	JUAN	JOAQUIN	VALDEZ	
	Gender D	ate of Birth (mm/dd/yyyy)	Age Years Mon/Days	Hrs/Min
	Male	05 14 1919	90	
	Race/Ethnicity		Date of Death	
	Caucasian		08 18 2009	
		PL	ACE OF DEATH	
	City		Other City	
	Unknown			
	County		State	
	Pima		Arizona	
		CA	AUSE OF DEATH	
	Cause A			
	HEAD EXPLODED			
	Cause B			
	ICE CREAM HEADACHE			
	Cause C			
	Part II			
		Click o	n the "Complete	" button to
	Date of Disposition Method		h processing you	
	08/29/2009 Burial		i processing you	ii periiit
	D: 9: 5 39			
Hit	Page Down t	o advance to	o next slide 📑	Complete



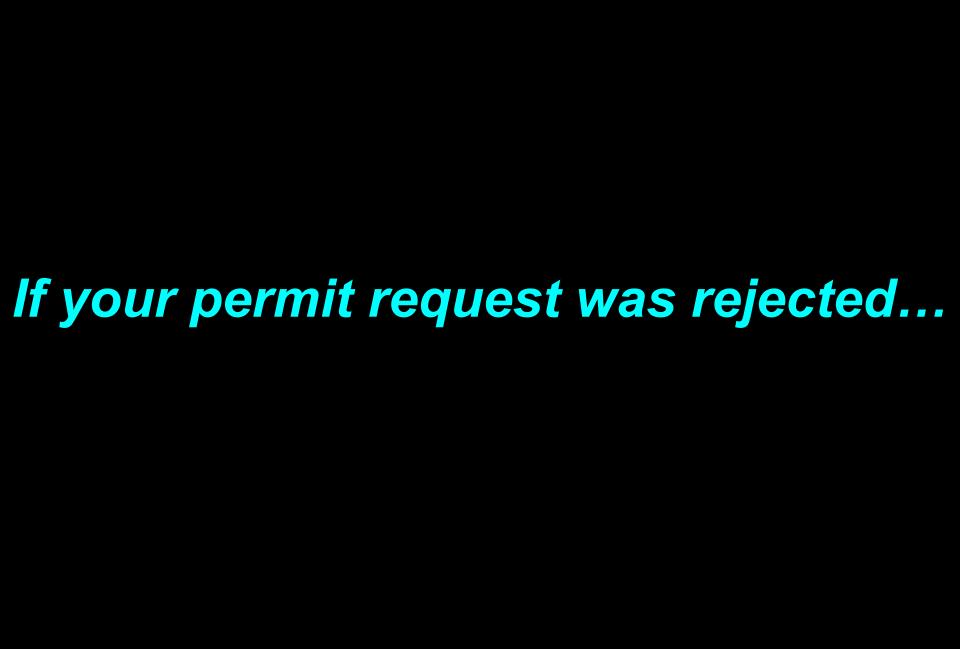
TRAIN00/Adair Funeral Homes

Disposition Transit Permits



Approval ✓ ✓ ✓	ME Review	Decedent	Permit	Number	
		4	- Not Assign	ned -	Edit/View
		Of Life, Sword	- Not Assign	ned -	Edit/View
		MISS, LITTLE	- Not Assign	ned -	Edit/View
_		After clicking th		ied -	Edit/View
_				ied -	Edit/View
	-	"Complete" button	the	ied -	Edit/View
		taran da antara da a		ied -	Edit/View
_		permit will drop of	trie	ied -	Edit/View
_		pending queue		ied -	Edit/View
		PARISH, OLIVIA	- NOLASSIGI	ied -	Edit/View

→ Gone!



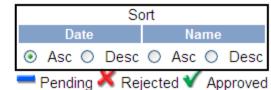
A Red X will be displayed...

Arizona Department of Health Services
Office of Vital Records



TRAIN00/Adair Funeral Ho

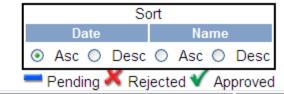
Disposition Transit Permits



Approval Review W W W W W W	Decedent	Permit Number	
_	<u> </u>	- Not Assigned -	Edit/View
	Of Life, Sword	- Not Assigned -	Edit/View
	MISS, LITTLE	- Not Assigned -	Edit/View
	KRYPTON, KALEL	- Not Assigned -	Edit/View
	HAYES, DENNIS	- Not Assigned -	Edit/View
	BUD, LIGHT	- Not Assigned -	Edit/View
	BARRONE, PAM	- Not Assigned -	Edit/View
	LOPEZ, JUAN	- Not Assigned -	Edit/View
	WONKA, WILLY	- Not Assigned -	Edit/View
	PARISH, OLIVIA	- Not Assigned -	Edit/View
X	VALDEZ, JUAN	- Not Assigned -	Edit/View

Open the rejected permit by clicking on "Edit/View"...

Disposition Transit Permits



Approval V V V	ME Review	Decedent	Permit Number	
_		٠	- Not Assigned -	Edit/View
_		Of Life, Sword	- Not Assigned -	Edit/View
_		MISS, LITTLE	- Not Assigned -	Edit/View
_		KRYPTON, KALEL	- Not Assigned -	Edit/View
_		HAYES, DENNIS	- Not Assigned -	Edit/View
_		BUD, LIGHT	- Not Assigned -	Edit/View
_		BARRONE, PAM	- Not Assigned -	Edit/View
_		LOPEZ, JUAN	- Not Assigned -	Edit/View
_		WONKA, WILLY	- Not Assigned -	Edit/View
_		PARISH, OLIVIA	- Not Assigned -	T VH/VF
>		VALDEZ ILIANI	- Not Assigned -	Edit@/iew

Hit <u>Page</u>
<u>Down</u> to
advance to
next slide

The rejection reason will appear in a pop-up box, click "OK"



Arizona Department of Health Services
Office of Vital Records



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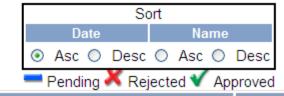
e ut

Disposition Transit Permit

	PER	MIT INFORMATION			
Permit Number			nformation		
Request Approval		Opadic 1	mormation		
	DECE	DENT INFORMATIO	N		
First Name	Middle Name	Last Na	ame		
JUAN	JOAQUIN	VALDE	ΞZ		
Gender	Date of Birth (mm/dd/yyyy)	Age Years	Mon/Days	Hrs/Min	
Male	05 14 1919	90			
Race/Ethnicity		Date of Deat	:h		
Caucasian	On 09/02/2009 at 05:27 PM, Pima (and gave the following reason:	County Health Dep	partment rejected o	county approval for this pe	ermit,
City	TION FACILITY NOT ENT	ERED			
Unknown	QK emind me later				
County	LUIA Decre	Down to		oo to novt o	lide

After the rejection is resolved, reopen the <u>same</u> permit by clicking on "Edit/View"...

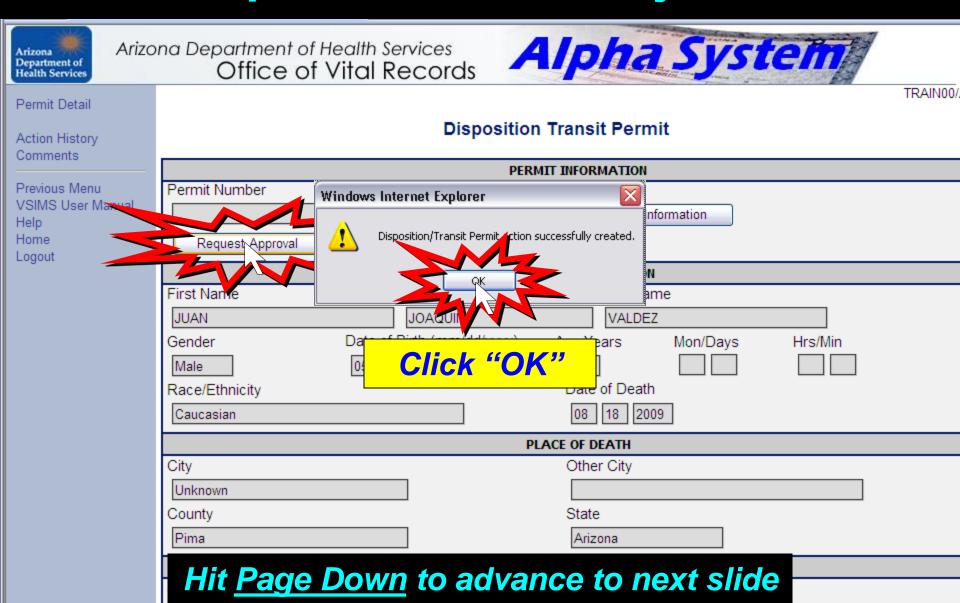
Disposition Transit Permits



Approval	ME Review V V V	Decedent	Permit Number	
		-	- Not Assigned -	Edit/View
		Of Life, Sword	- Not Assigned -	Edit/View
		MISS, LITTLE	- Not Assigned -	Edit/View
		KRYPTON, KALEL	- Not Assigned -	Edit/View
		HAYES, DENNIS	- Not Assigned -	Edit/View
		BUD, LIGHT	- Not Assigned -	Edit/View
		BARRONE, PAM	- Not Assigned -	Edit/View
		LOPEZ, JUAN	- Not Assigned -	Edit/View
_		WONKA, WILLY	- Not Assigned -	Edit/View
		PARISH, OLIVIA	- Not Assigned -	F Vi+/\/F
×		VALDEZ, JUAN	- Not Assigned -	<u>Edit View</u>

Hit <u>Page</u>
<u>Down</u> to
advance to
next slide

Click "Request Approval" again on the same permit that was rejected...

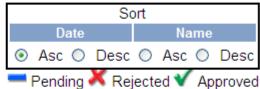


nual



TRAIN00/Adair Funeral Ho

Disposition Transit Permits





Hit Page Down to advance to next slide

How to query a Disposition-Transit Permit

From your incomplete pending queue, click on "Transit Permits"...



Arizona Department of Health Services
Office of Vital Records



TRAIN00/Adair Funeral Homes Avalon/Funeral Hor

New Death Cert Query Death Cert

Transit Permits

rmits

Death Reports

Logout

Death Main / Actions VSIMS User Manual Home Death Certificates

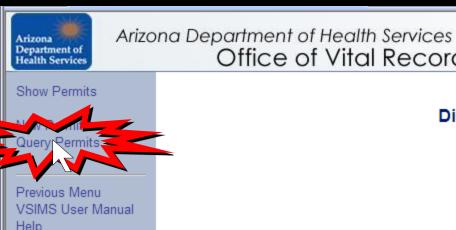
Incomplete Legacy certs (user only)

Hue, Only, Died 2009. Death Legacy FH - Demographic	AUG-31-09	Owner: TRAIN ZERO	Edit/View
REED, JOHN, Died July 25, 2009. Death Legacy FH - Demographic	JUL-28-09	Owner: TRAIN ZERO	Edit/View
SMITH, JASON, Died July 17, 2009. Death Legacy FH - Demographic	JUL-27-09	Owner: TRAIN ZERO	Edit/View
SMITH, JENNIFER, Died July 22, 2009. Death Legacy FH - Demographic	JUL-29-09	Owner: TRAIN ZERO	Edit/View
SMITH, JOHN, Died July 05, 2009. Death Legacy FH - Demographic	JUL-06-09	Owner: TRAIN ZERO	Edit/View
STAR, RINGO, Died July 15, 2009. Death Legacy FH - Demographic	JUL-16-09	Owner: TRAIN ZERO	Edit/View
VALDEZ, JUAN, Died August 18, 2009. Death Legacy FH - Demographic	AUG-19-09	Owner: TRAIN ZERO	Edit/View
WOULDS, TIGER, Died July 07, 2009. Death Legacy FH - Demographic	JUL-08-09	Owner: TRAIN ZERO	Edit/View
Dogo Doyun to od	/ODO	to povt olido	Edit/View

Hit Page Down to advance to next slide

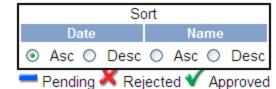
Click on "Query Permits" to find a previously approved permit...

Office of Vital Records



Home Logout Alpha System

Disposition Transit Permits



TRAIN

	r chang = rejected = represed		
Approval Review Approval Review Approval ME Review	Decedent	Permit Number	
	-	- Not Assigned -	
_	Of Life, Sword	- Not Assigned -	
_	MISS, LITTLE	- Not Assigned -	
_	KRYPTON, KALEL	- Not Assigned -	
_	HAYES, DENNIS	- Not Assigned -	
_	BUD, LIGHT	- Not Assigned -	
_	BARRONE, PAM	- Not Assigned -	
_	LOPEZ, JUAN	- Not Assigned -	
_	WONKA, WILLY	- Not Assigned -	
_	PARISH, OLIVIA	- Not Assigned -	

The Query Screen appears...



Arizona Department of Health Services
Office of Vital Records



Show Permits

New Permit Query Permits

Previous Menu VSIMS User Manual Help Home Logout

Query Data:				
First Name	Middle Name	Last Name		
Date of MM DD YYYY Death	Transit MM DD YYYY Date			
Transit County	Permit Number	Optional Range		
Display 100 results per pag	ge.			
Continue/Search Res	set Home			

Please enter as much of this information as you have available, and then click on the "Continue/Search" button.

Enter decedent information...



Arizona Department of Health Services
Office of Vital Records



Show Permits

New Permit Query Permits

Previous Menu VSIMS User Manual Help Home Logout

	Query Data:		
	First Name	Middle Name	Last Name
	JUAN		VALDEZ
	Date of MM DD YYYY	Transit MM DD YYYY	
	Death	Date	
	Transit County	Permit Number	Optional Range
	Display 100 rec s per pag	ge.	
	Continue/Search	Home	
,	rlease iter as juch of the "Continue/Search" button.	information as you have ava	ilable, and then click on the
Click	on the "Cont	inue/Search'	
	to search for	results	

Hit Page Down to advance to next slide



A copy of the permit appears...



Arizona Department of Health Services
Office of Vital Records



TRAIN00/

Permit Detail

Print Permit Action History Comments

Previous Menu VSIMS User Manual Help Home Logout

Disposition Transit Permit

	PERI	MIT INFORMATION	
Permit Number			
2009PM-015080			
	DECE	DENT INFORMATION	
First Name	Middle Name	Last Name	
JUAN	JOAQUIN	VALDEZ	
Gender	Date of Birth (mm/dd/yyyy)	Age Years Mon/Days	Hrs/Min
Male	05 14 1919	90	
Race/Ethnicity		Date of Death	
Caucasian		08 18 2009	
	P	LACE OF DEATH	
City		Other City	
Unknown			
County		State	
Pima		Arizona	
	C	AUSE OF DEATH	
Cause A			
HEAD EXPLODED			
Cause B			

The End